

**Jefferson County Rural Library District
Board of Trustees Regular Meeting
Humphrey Room, Jefferson County Library, Port Hadlock, WA
Minutes – Wednesday, July 14, 2021**

Call to Order: Chair Michael Kubec called the meeting to order at 10:01 A.M. Present were Trustees Hal Beattie, Joan Chapdelaine, Michael Kubec, and Raj Rakhra; Director Tamara Meredith; and Staff Member Jamie Pena.

Citizen Questions and/or Comments: None.

Approve/Amend Agenda: Hal Beattie **moved to approve** the agenda as written. Joan Chapdelaine **seconded the motion** and the **motion carried**.

Approve/Amend Minutes of June 9th and June 16th, 2021: Joan Chapdelaine **moved to approve** the minutes of June 9th, 2021, as written. Hal Beattie **seconded the motion** and the **motion carried**. Hal Beattie **moved to approve** the minutes of June 16th, 2021, as written. Joan Chapdelaine **seconded the motion** and the **motion carried**.

Board Education/Staff Update: None.

Director's Report: Tamara Meredith informed the board that the Summer Reading Program has had increased enrollment from 2020. Physical traffic in the library and on the Bookmobile has also increased, and library hours have been expanded to include evenings. In-person youth programs included Brinnon and HJ Carroll Park outdoor storytimes. Online youth programs included storytimes, SRP programs Nature's Color Connections, Coding with Scratch, and Amazing Mammals. Online adult programs included Tech Tuesdays, Trivia Night, and a book discussion group. The Teen Photography show finished with 19 entries, 218 votes, and can be viewed on the library website. The JCL Strategic Planning Committee met with a focus on a library district SWOT analysis. The JCL Board of Trustees and Management team met with the County Commissioners in June for the annual "Commissioners Breakfast." A fire occurred in the empty field north of the Library and was quickly extinguished by local fire agencies. A larger gated exit from the library parking lot to the neighboring school's parking lot is being pursued after a review of library property emergency exits.

Financial Report: Revenues received for June totaled \$18,158. Operating expenditures for June were \$151,688. Total balance of funds at the end of June was \$4,002,810. Other balances include: Board Designated Unrestricted Funds of \$2,230,767 and unemployment reserve of \$234,687.

Approval of Vouchers: Hal Beattie **moved to approve** the payment of vouchers in July for \$168,138.62. Raj Rakhra **seconded the motion** and the **motion carried**.

Chair's Report: Michael Kubec thanked the Board of Trustees and library staff for their participation and contribution to the JCL Strategic Planning Initiative.

Friends of the Library News: Tamara Meredith informed the board that the FOJCL has obtained a book drop and will begin accepting donations in July. They have also tentatively scheduled a book sale in September and have agreed to provide hosting services during the Huntingford Lecture with Craig Johnson at Brinnon and Quilcene Community Centers.

Unfinished Business

- **INFORMATION/ACTION: Mobile Services Expansion (Hagen Building):** Joan Chapdelaine **moved to approve** the \$34,500 of additional funding required by the library's updated Hagen Building plan. Hal Beattie **seconded the motion** and the **motion carried**.
- **ACTION: Revised "Materials Use Policy":** Joan Chapdelaine **moved to approve** the "Use of Library Materials Policy" as revised. Raj Rakhra **seconded the motion** and the **motion carried**.
- **ACTION: New "Fees Policy":** Joan Chapdelaine **moved to approve** the new "Fees Policy" as written. Hal Beattie **seconded the motion** and the **motion carried**.
- **ACTION: Rescind "Damaged Library Materials Policy":** Joan Chapdelaine **moved to rescind** the "Damaged Library Materials Policy". Hal Beattie **seconded the motion** and the **motion carried**.
- **ACTION: New "Fee Schedule":** Joan Chapdelaine **moved to approve** the new "Fee Schedule" as written. Raj Rakhra **seconded the motion** and the **motion carried**.
- **DISCUSSION: Director's Annual Performance Evaluation:** The Board of Trustees and Tamara Meredith reviewed questions for the Library Director Evaluation. Tamara Meredith informed the board that staff feedback would be solicited and available for review shortly.
- **DISCUSSION: New Trustee Recommendation Schedule:** The Board and Tamara Meredith agreed to change the open Library Board of Trustee interview schedule to August 16th and 17th.


New Business:

- **DISCUSSION/ACTION: Custodian and Janitor Job Classification:** Hal Beattie **moved to approve** the Custodian Job Classification as written. Raj Rakhra **seconded the motion** and the **motion carried**. Hal Beattie **moved to approve** the Janitor Job Classification as written. Joan Chapdelaine **seconded the motion** and **motion carried**.
- **DISCUSSION/ACTION: Digital Navigator Job Classification:** Joan Chapdelaine **moved to approve** the Digital Navigator Job Classification as written. Raj Rakhra **seconded the motion** and the **motion carried**.
- **INFORMATION: Sprinter Van:** Tamara Meredith informed the Board that the library tentatively plans to seek bids for a customized Sprinter van in early 2022.
- **INFORMATION: Land Acknowledgements:** The Board and Tamara Meredith agreed to invite a Tribal member for further education on Tribal Land Acknowledgements.

Communications: Hal Beattie informed the board and Tamara Meredith that he would not be present for the regular November meeting. Michael Kubec asked the board to bring their calendars to the regular August meeting to schedule for the September budget meetings.

The meeting was adjourned at 12:03 P.M.

Next Meeting: REGULAR MEETING –10:00 A.M., Wed., August 18, 2021

DocuSigned by:

8D15C7B5D578419... Michael Kubec, Chair

DocuSigned by:

D929B7DC3BF64CA... Joan Chapdelaine, Secretary